

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Motor Carrier Flyers

as requisitioned from the U.S. Government Printing Office (GPO) by the

Federal Highway Administration

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning September 1, 2000, and ending August 31, 2001, plus one optional 12-month extension period that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on August 23, 2000.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, DC 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May 1999.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 200-kilometer (124-mile) radius of Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

**NOTE:** Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

For information of a technical nature call Betty Shanks (202) 512-0310 (no collect calls).

## SECTION 1. GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)).

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

**Product Quality Levels:**

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

**Inspection Levels (from ANSI/ASQC Z1.4):**

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

**Specified Standards:** The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Electronic Media
P-8. Halftone match (Single and Double Impression)	Camera Copy/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching Color System

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to August 31, 2001 and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending May 31, 2001, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2000, and ending August 31, 2001, plus for such additional period as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of flyers requiring such operations as electronic prepress, film making, printing, binding, packing, and distribution.

**TITLE:** Flyers

**NUMBER OF ORDERS:** One to three orders per month (approximately 14 to 24 issues per year).

**QUANTITY:** Approximately 500 to 1,500 copies per order.

**NUMBER OF PAGES:** 2 or 4 pages per order.

**TRIM SIZE:** 2-page product - 216 x 279 mm (8-1/2 x 11")  
4-page product - fold from a flat size of 432 x 279 mm (17 x 11") to 216 x 279 mm (8-1/2 x 11").

**GOVERNMENT TO FURNISH::**

**Electronic Media:**

**Platform:** IBM or compatible - Windows 3.1, 3.11, 6.1, 95 or NT, Macintosh 7.5 or greater

**Storage Media:** 3-1/2" Mac or PC formatted disk(s)  
SyQuest, up to 270 MB  
Iomega - Bernoulli up to 230, ZIP, Jaz

**Software:** Page layout - QuarkXPress 3.31, Adobe Pagemaker 6.0 or 6.5 or Wordperfect 6.1.  
**Scans** - Adobe PhotoShop 3.05 or 4.0. File format for scans will be either TIFF, EPS, GIF, JPEG.

**NOTE:** Files will mainly be supplied in native application format, with some orders supplied in PostScript format with all fonts and graphics embedded.

**Note:** All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

**Additional Information:.** Pantone Matching System used for color identification. Contractor to create traps.

**Fonts:** All screen and printer fonts will be included (Adobe Type 1 or True Type).

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

A printers dummy or laser output showing color breaks will be furnished.

On an occasional order, camera copy consisting of reprint copy, line art for text, and black/white and full color photoprints, to be reproduced same size or at various focuses may be furnished.

Occasionally, film negatives will be furnished.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the negatives, camera copy or electronic files, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering Agency.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic file. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

**FILMS** The contractor must make all films required. All halftones are to be 133 line screen or finer. Films may be opaqued on either the emulsion or non-emulsion side. Films produced from furnished electronic media must be output on a high resolution image processor with a minimum output resolution of 2,400 dots per inch (DPI).

Films must be composited one piece for each color with all elements in proper position. Each film must contain at least 3 register marks composited (not stripped) for each color; the register marks must be positioned on opposite sides of the image.

Films must have a minimum 13 mm (1/2") working margin on all (4) sides of the image.

The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

**PROOFS:** One set of color keys of all pages.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print."

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

White Litho (Gloss) Coated Cover, grammage 215 g/m<sup>2</sup> (basis weight 80 lbs. Per 500 sheets, 20 x 26"), equal to JCP Code L10.

**PRINTING:** Print head-to-head in black and one Pantone ink color.

Match Pantone Matching System number as indicated on print order.

**MARGINS:** Follow margins indicated on disk or camera copy.

**BINDING:**

Two-page products trim four sides. Four page products fold from a flat size of 432 x 279 mm (17 x 11") to 216 x 279 mm (8-1/2 x 11").

When indicated on the print order, drill three 6 mm (1/4") diameter holes centered on the left side, 108 mm (4-1/4") center to center. Center of holes to be 8 mm (5/16") from left edge of product.

Shrink-film wrap in units of 25.

**PACKING:** Bulk Shipments: Pack in shipping containers not to exceed 20.4 kg (45 lbs.) when fully packed. Shipping containers shall have a minimum bursting strength of 1 800 ka (275 pounds per square inch) or a minimum edge crush test (E.T.) of 7 700 N per mm width (44 pounds per inch width).

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when delivered.

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro., fill in appropriate blanks and attach to shipping containers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Deliver f.o.b. destination to: DOT/FHWA/OMC, 400 7th Street SW, HCS-30 Room 3107, Washington, DC, Attn: Elaine Riccio (202-366-4006) or (202-366-2981), Initial Distribution Unit, 3341-Q



Ardmore East, Business Center, 75th Avenue, Landover, MD 20785. Inside delivery to room number(s) indicated will be required.

All expenses incidental to submitting proofs, returning furnished materials, and furnishing samples must be borne by the contractor.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished materials and proofs, must be picked up from: DOT/FHWA/OMC, 400 7th Street SW, HCS-30 Room 3107, Washington, DC, Attn: Elaine Riccio (202) 366-4006 or (202) 366-2981.

No definite schedule for pickup of material can be predetermined at this time.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule. The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

	<u>WD After</u>
Contractor submit proofs.....	2
Contractor pickup proofs.....	2
Complete production and delivery.....	3

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destinations specified.

Within 5 workdays after delivery of order, all furnished materials, and films made by the contractor must be returned to DOT/FHWA/OMC, 400 7th Street SW, HCS-30 Room 3107, Washington, DC, Attn: Elaine Riccio., (202) 366-4006 or (202) 366-2981.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

### SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I.

- (a) 8
- (b) 112
- (c) 4
- (d) 4

II.

- |     | (1) | (2) |
|-----|-----|-----|
| (a) | 2   | 20  |
| (b) | 14  | 140 |

III. (a) 640

(PAGE 10 IS BLANK. )

(THIS PAGE IS INTENTIONALLY LEFT BLANK.)

#### SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination within the commercial zone of Washington, DC.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

I. PREPRESS: One basic charge will be allowed for each color on each printed page or side (face or back) of the product.

(a) Trim/Page-size unit produced from camera copy .....per page..... \$ \_\_\_\_\_

(b) Trim/Page-size unit produced from electronic file.....per page..... \$ \_\_\_\_\_

Illustrations: **No charge will be allowed for illustrations furnished on electronic files.** An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and/or that requires a separate exposure. The price offered should include the cost of all materials and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film.

A flat tone shall be charged as a line illustration. A duotone halftone (each color) shall be charged as a square-finish halftone illustration.

(c) Line..... per illustration ..... \$ \_\_\_\_\_

(d) Square-finish halftone ..... per illustration ..... \$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

II. PRINTING, BINDING AND DISTRIBUTION: The prices offered must be all-inclusive for printing, binding, and distribution in accordance with these specifications, and shall include the costs of all required color key proofs, materials and operations (drilling) as applicable, in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) 2-Page Product: Printing in black and one additional ink color .....per product ....	\$ _____	\$ _____
(b) 4-Page Product: Printing in black and one additional ink color, including folding .....per product ....	\$ _____	\$ _____

III. Additional Operations:

(a) Shrink-film wrapping.....per package.....\$ \_\_\_\_\_

My production facilities are located within the assumed area of production.....yes \_\_\_\_\_no \_\_\_\_\_

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material \_\_\_\_\_

a. Number of hours from acceptance of print order to pickup of  
Government Furnished Material \_\_\_\_\_

b. Number of hours from pickup of Government Furnished Material  
to delivery at contractor's plant \_\_\_\_\_

2. Proposed carrier(s) for delivery of completed product \_\_\_\_\_

a. Number of hours from notification to carrier to pickup of completed  
product \_\_\_\_\_

b. Number of hours from pickup of completed product to delivery at  
destination \_\_\_\_\_

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.--SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

